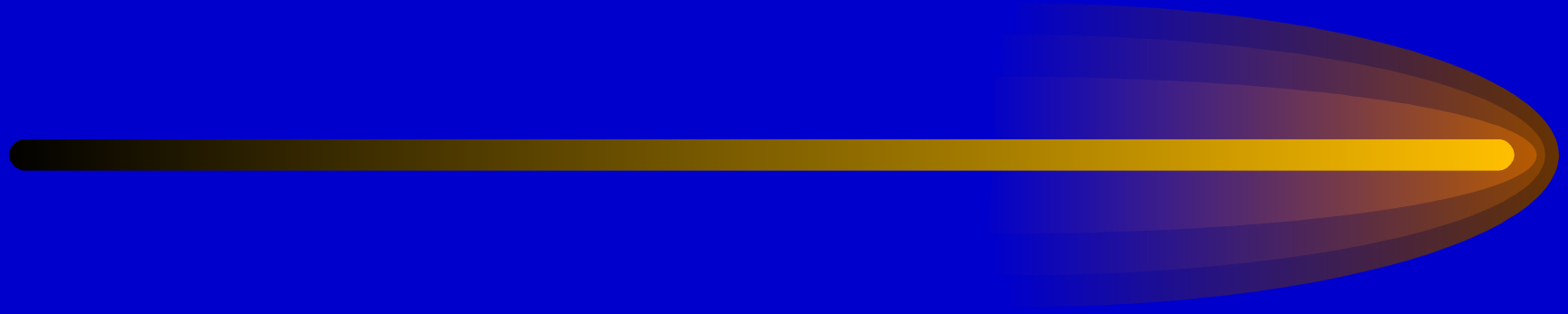

Civilian Performance Management Program – Pass/Fail

Employee Relations

MSS/DPCE 7-2370

Civilian Performance Management Program – Pass/Fail

- Overview
  - General Information
  - Performance Appraisal
  - Documentation
  - Evaluating Performance Elements
  - Performance Awards
  - Labor Impact
  - Summary

Civilian Performance Management Program – Pass/Fail

- General Information
  - Implementation date: 1 Apr 02
  - Rating period: 1 Apr 02 – 31 Mar 03
  - Replaces “long-standing” five tier rating system
  - Governing Regulations
    - AFI 36-1001, Managing the Civilian Performance Program, 1 Jul 99
    - AFI 36-1003, Civilian Appraisal Impact on Mission Accomplishment Statements, 1 Jul 99
    - AFI 36-1004, Managing the Civilian Recognition Program, 8 Feb 01

Civilian Performance Management Program – Pass/Fail

- General Information (cont.)
  - Who's Covered
    - Wage Supervisors
    - AFGE Bargaining Unit Employees (Wage Grades/Leaders)
    - IAFF Bargaining Unit Employees (Firefighters)
    - SATCO Bargaining Unit Employees (Air Traffic Controllers)
    - AFRL Employees not covered by Lab Demo
    - Other Associates
    - Interns
    - STEP Employees
  - Who's Not Covered
    - AFRL Lab Demo Employees (Scientists & Engineers)
    - AFFTC Acquisition Demo Employees

Civilian Performance Management Program – Pass/Fail

- Performance Appraisals
  - Rate only “critical” performance elements
  - “Additional” elements may be included
    - Cannot be used to assign a summary level rating or award
  - Non-critical elements are not permitted
    - OPTIONS: Line through and replace as “additional” or “critical” OR delete altogether (please initial and date)
  - Changes that impact position classification must be certified and dated by classifier and supervisor

Initial Appraisals Are Not Required

Civilian Performance Management Program – Pass/Fail

- Documentation
  - Forms
    - AF Form 860, Civilian Performance Plan
    - AF Form 860A, Civilian Rating of Record
    - AF Form 860B, Civilian Progress Review Worksheet
  - Establish performance plan based on mission needs
  - Employee gets copy of revised performance plan
    - Event: New position, element/standard change(s), & annually
  - Discussion at beginning of appraisal period
  - Progress review during midpoint of appraisal period
    - Original AF Form 860B filed in AF Form 971 & copy to employee
    - Strengths, accomplishments, deficiencies, & suggestions

Civilian Performance Management Program – Pass/Fail

- Evaluating Performance Elements
  - Rating Official determines if employee "Meets" or "Does Not Meet" the standards for each element
    - "Meets" all critical elements = "Acceptable"
      - Eligible for Performance Award
    - "Does Not Meet" on any ***critical*** element = "Unacceptable"
      - Basis for performance improvement plan (PIP)
      - Deny Within-Grade-Increase (WGI)
  - RIF Retention Credit
    - 20 additional years for an acceptable rating
    - 0 years for an unacceptable rating

Civilian Performance Management Program – Pass/Fail

- Performance Recognition
  - Bullets required to justify performance award
- Awards
  - Monetary
    - Percentage of basic salary or specific dollar amount
  - Quality Step Increases (QSI) for GS employees only
    - At or above step 4 of their grade
    - Only one QSI granted at same grade level in 3 yr period
  - Time-off award may be granted in lieu of cash award
  - Combination of cash award and time-off award

Civilian Performance Management Program – Pass/Fail

- Labor Impact
  - AFGE
    - "Clear guidance" required upon request
    - Annotate exceeded elements for use with awards
    - Performance awards for bargaining unit employees will be negotiated locally
  - SATCO
    - Performance awards for bargaining unit employees will be negotiated locally

Civilian Performance Management Program – Pass/Fail

- Summary
  - Overall rating
    - “Acceptable” or “Unacceptable”
  - Rate “critical” elements only
  - Non-critical elements are no longer permitted
  - Formalizes requirement for at least one progress review during midpoint of appraisal period

Civilian Performance Management Program – Pass/Fail

Questions

EMR Specialist, ext 7-2379
Labor Office, ext 7-8692